

Contracting/PR&C Brief

1LT Michelle Richards
13 NOV 2007

Agenda

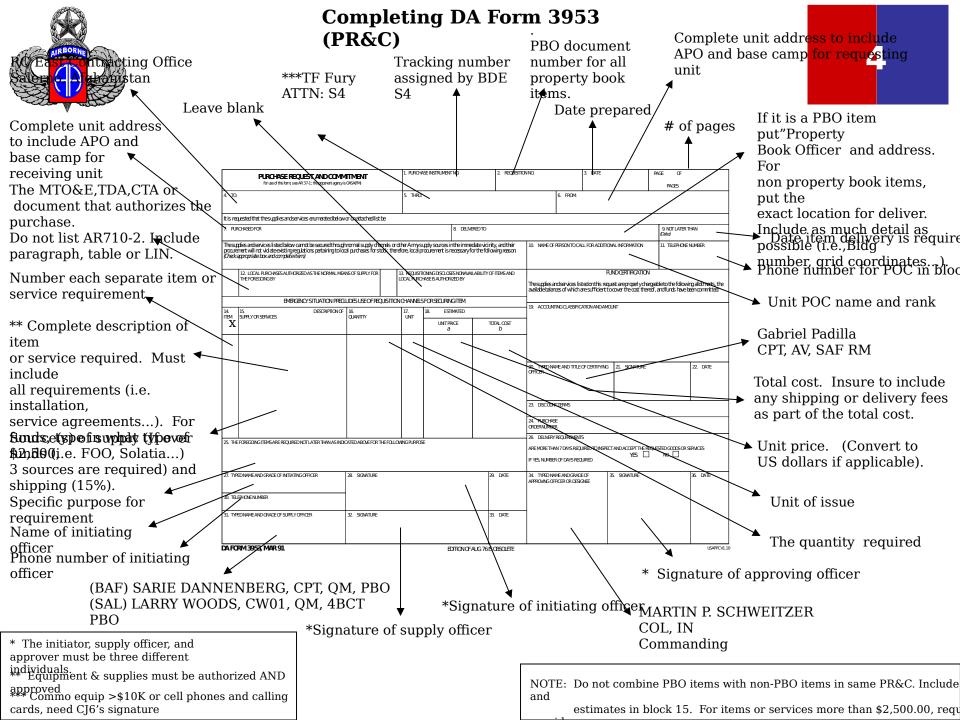


- What is a PR&C?
 - Form: DA 3953
 - Types of PR&Cs
- PR&C Process
 - Flow Chart
 - Boards
- Trackers
- Unauthorized Commitments
- Items Received
- Improves/Sustains
- Questions



What is a PR&C?

- PR&C Purchase Request and Commitment
- Purchase using OMA funds (Title 10)
- What can you purchase?
 - Almost anything except NSN items or food (unless doing a Leader's Engagement)
 - TVs, furniture, ink, MHE, ASG, snow boot chains, etc







Regular PR&C

Covers office equipment, FOB/PRT requests, phone cards, and anything else that needs funded.

Checklist

- __ PR&C with BC or XO's signature and PBO's signature if applicable
- __ Letter of Justification
- __ Vendor Information (for items that are being purchased)
- __ For services, SOW and contract with all modifications
- __ Legal Review if over \$10,000 or hiring local nationals
- __ CJTF-82 Coversheet needed for JARB packets





FOO Funds

Utilized for short term, immediate needs from the command. Request for FOO funds can be submitted anytime and are normally funded within 48 to 72 hours, subject to availability of funds.

FOO Checklist

- PR&C with Battalion Commander or XO's Signature
- Appointment Orders from Contracting for FOO
- __ Appointment Orders from the BC or XO for FOO AND PA
- __ DD 577 for FOO **AND** PA
- __ DA 1081 and SF 1034 to close account





Solatia Funds

May only be paid to Afghan nationals or to the family of a deceased Afghan National, in connection with the injury, death, or damage to the dwelling or property of an Afghan National when the injury, death or damage was suffered in connection to the Afghan National's employment with the U.S. armed forces or was caused by a U.S. Armed Forces member, U.S. civilian employee, or military vehicle

Solatia Checklist

- PR&C with BC or XO's Signature
- __ Orders for Solatia Program Certifying Officer AND Payment Officer
- DD 577 for Solatia Certifying Officer AND Payment Officer





Official Representation Funds(Leader's

Engagement) Funds that uphold the standing and prestige of the US by extending official courtesies to certain officials and dignitaries of the U.S. and foreign countries.

ORF Checklist

- PR&C with BC or XO's Signature
- Letter of Justification, which includes: what food is being served, who is all going to be present, and the agenda.
- Letter from JAG, certifying that all is legal.





Small Rewards Program

Authorizes the use of rewards for the information or other non-lethal assistance that leads to the capture of selected individuals, categories of weapons, documents, selected personnel on the Defense Intelligence Agency-generated black list, and documents related to Weapons of Mass Destruction and terrorism.

Checklist

P	R	&	C

- ___ Appointment Orders for Paying Agent AND Certifying Officer
- __ DD 577 for Pay Agent, Certifying Officer, AND Rewards Authorization Officer
- Payment Authorization Memorandum (Declassified and Classified for RM and Declassified for Finance)



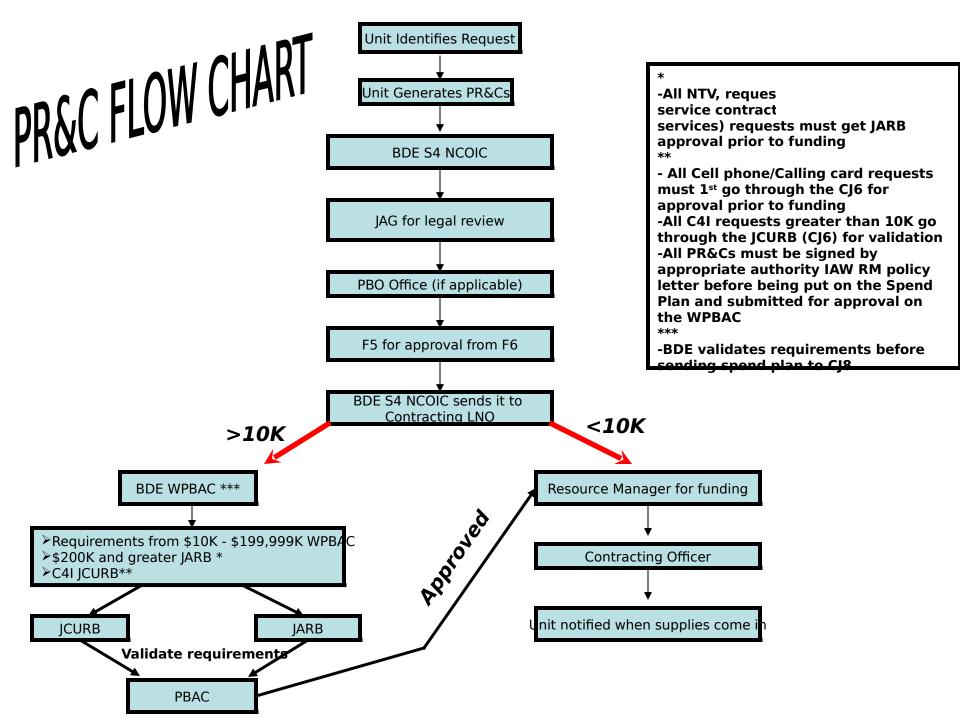


Emergency Funds Requests

EFRs are intended for all requirements over \$10,000 needing immediate funding and will need approval from CJ3, CJ4, CJ6, CJ7, CJ8, and SJA. EFRs have to be walked through the JOC by the requesting unit.

Checklist

- __ PR&C with BC or XO's signature and PBO's signature if applicable
- __ Justification Letter
- __ Legal review
- Vendor Info or Contract and SOW
- __ Emergency Request Form and CJTF82 Coversheet



Example



- MONTH 1, DAY 1 Unit ID's requirement
- MONTH 1, DAY 5 BN S4 recieves PR&C from unit
- MONTH 1, DAY 12 BN S4 sends PR&C to BDE
- MONTH 1, DAY 17 BDE S4 NCO sends signed PR&C to LNO
- MONTH 1, DAY 18-30 LNO prepares PR&C packet for JARB
- MONTH 2 JARB, JCURB
- MONTH 3 PBAC
- MONTH 4 (5th day EST) PR&C funded and sent to contracting
- MONTH 4 Contract Awarded.

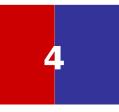
Boards



- WPBAC
- JARB
- JCURB
- JFUB/EPBAC
- PBAC



WPBAC (Working PBAC)



Held By: Contracting LNO

Who Attends: BDE XO, DDOC OIC, BN S4s and/or XOs, and RM

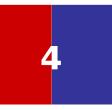
Purpose: To validate the TF's requests for that month's

PBAC and to bring up any issues or updates/changes to process

Data: Hold between the 5th and 10th of the month



JARB(Joint Acquisition Review Board)



Held By: CJ4

Who Attends: Voting members (CJ1, CJ3, CJ6, CJ7, CJ8,

SJA), BDE representative(s)

Purpose: To validate the following requests: NTVs, requests over 200K, all service contracts (ASG, LN labor,

MHE, SST, etc)

Date: Held the first and third Wednesday of the

JCURB Joint Communication Utilization Review Board)

Held By: CJ6

Who Attends: S6 shop from each TF

Purpose: To validate C4I requests; CJ6 submits approved
requests to CJ8 for PBAC

Date: Held on the 6th of the month

JFUB(Joint Facilities Utilization Board)



Held By: CJ7

Who Attends: TF Engineers

Purpose: To validate all engineer projects >100K

EPBAC (Engineer PBAC) – Validates engineering projects under 100K



PBAC

(Programming Budget Advisory Committee)

Held By: CJ8

Who Attends: Chief of Staff, all Primary Staff, BDE XO,

RM, Contracting LNOs

Purpose: To establish a cutline in the Spend Plan (what

will be funded that month and what will have to wait until

additional money is available)

Data: Hold on the 20th of the month



Tracker



Tracker Legend

Color codes to indicate status of project packet

Received	Approved, awaiting funds, paperwork	Approved at J ARB, needs to go to PBAC		
Contract Awarded	Needs to go to a board			Total
Funded	Missing something			
Unfunded	Cancelled			

Customer Data

Packets are assigned BDE tracking #s along v pertinent data, facilitates quick reference and Provides project status

				Date	Date	Date
Tracking #	Unit	ltem	Amount	Received	Submitted to	Funded
FURY 1328	2Furv	FOB Warrior Cooks and Refuse Contract	\$70,200,00	28-I un-07	2-Oct-07	2-Oct-07
FURY 1334	SAL Base Ops	General Laborers	\$144,000.00	29-l un-07	2-Oct-07	2-Oct-07
FURY 1410	PRT Sharana	Afghan Cultural Advisors	\$12,000.00	25-l ul-07		
FURY 1458	SAL Base Ops	Porta-Lohn Maintenance Services - 3 months	\$12,000.00	15-Aua-07	2-Oct-07	2-Oct-07
FURY 1464	HTT, SAI	Cultural Advisor	\$13,200,00	20-Aua-07	2-Oct-07	2-Oct-07
FURY 1487	PRT Gardez	PRO Director, Deputy director, service manager, vehicle	\$61,200.00	28-Aua-07		
FURY 1498	508 STB	Lamps, mattresses, frames, wall lockers, conference tables, chairs	\$52,151,00	31-Aua-07	2-0ct-07	2-Oct-07
FURY 1500	508 STB	Gravel	\$190,000,00	31-Aug-07	28-Oct-07	29-Oct-07

Cost Tracking Threshold Key

Tabs indicate cost break-out by funding thres And Type e.g. >10k; FOO



Spend Plan



Total Requirements

Sum total of all requirements for the CJOA shows month prior, current month and validated requirements as well as % funded

	OCT 07 REQUIREMENTS	NOV 07 REQUIREMENTS	VALIDATED REQUIREMENTS	% FUNDED
FIXED COSTS	\$15,428,459	\$21,090,901	\$21,090,901	100.00%
COMBAT SUPPORT COSTS	\$2,736,175	\$1,982,881	\$1,918,072	96.73%
COMBAT CONSTRUCTION COSTS	\$3,858,331	\$991,958	\$24,655	2.49%
NON-COMBAT CONSTRUCTION COSTS	\$12,103,372	\$22,492,895	\$12,967,873	57.65%
GENERAL SUPPORT COSTS	\$15,508,246	\$36,072,206	\$16,560,718	45.91%
TOTAL REQUIREMENTS	\$49,634,583	\$82,630,840	\$52,562,220	63.61%

Individual Cost Category

Categorized spend plans include requirement cost justification and impact

FIXED	COSTS ON	LY									
Priori tv	•	NOV 07 REQUIREMEN TS	Requirement	Unit Price	Otv	Total Price	Running Total	ustification	Impact	Required Delivery	POP
1	B∆F	FFT	Contracted yellow-badge construction escorts (10 escorts-Nov)	\$12,888	1	\$12.888		Contract provides escorts for 250 man days (~10 escorts for 25 days - 12 hrs/day) for month of Nov. Escorts are	Projects which may be delayed due to lack of		1-30 Nov 07

Category Tabs

Each requirement is divided into 5 categories

Ready

FIXED COSTS / COMBAT SUPPORT COSTS

NON-COMBAT CONSTRUCTION COSTS (GENERAL SUPPORT COSTS

Contract Expiration Tracker

Contractor	Contract #	Location/FO B	Service Description	Unit	\$ Obligated	Start POP	End POP	Days Left	
URO	W91B4P-07-L-002	Sharana	Trash Removal Service	iF Chamberlai	\$8,000.00	7-Dec-06	6-Oct-07	2	

	A	В	C		E	- 1	G	н	-	J	K	L	á
	Contractor	Contract 6	Location/F OB	Service Description	Unit	\$ Obligated	Start POP	End POP	Dags Left	30 0455)	Contractor Notification Date (c 7 Days)	Requirement Confirmation (< 75 Dags)	
	IIBO	81B4P-07-1-403	Ch	Track Removal Service	- Chamberla	±8 100 00	1040	6-Oot-97	,	let expire, wants to recompete and try to get the laborers the contract		Sent empiration letter to LT Bolz 22	
-	080	91B4P-07-L-002	Sharana	Trash Hemoval Service	Chambella	\$8,000.00	7-Dec-96	6-Uet-97	Z	let expire, wants to		Sent espiration letter to L1 Bolz 22	ŕ
										recompete and try to			
	AECC	91B4P-07-C-004	Sharana	General Laborers RSOI	Chamberla	\$21,000.00	7-Dec-46	6-Oot-97	2	get the laborers the contract		Sent expiration letter to LT Bolz 22	2
	AECC	91B4P-06-C-011	FOB Varrior	Cooks/Refuse Vorkers	TF Varrior	\$143,800.00	3-Aug-46	7-Oot-97	3			Sent expiration letter to LT Britting	2
-	AACC	91B4P-07-L-40(Sparana	Crane	TF Bugged	\$6,000.00	12-Sep-07	11-Oct-97	7	one month lease contract is going away			-
		51B4P-07-L-001		NTYs	OSMCID???	\$9,600.00			10	forever			
	ohammed Hamdard Sahir Construction	91B4P-07-C-001 91B4P-07-C-021		Radio Service MHE	TE Farm	\$48,744.00 \$45,000.00						Sent expiration letter to SFC Rollin	4
	r Transporation & Logistic			Trash Removal Service	TF 2Fung	\$3,000.00	16-34-07						_
	Globa Gul Courtraction	V884F-01-C-0338	Zormot	Dress	4-TIM CAY	\$5,000.00	5-5-p-07	8044		no options, short turn contract			
	MSC	V9B4P-014-9341	BAF	Bongo Trucko	TY Poconskur	\$4,900.00	15-Apr-01						-
										Last Option consists.			
	Dinador Zni	VMB4F-06-C-0130	KMRKOT	Labor Force	TFEAGLE	127,400,00	19-JM-06	North Control		recrebminting for sect opend plan place PEAC won't must until Oct.		Surt lutter to LT Kouples	
-	DCC	V9654P-07-D-0400	Organ-E	Craes	TFEAGLE	\$5,000.00	27-51p-07	25-Oct-01	22	SHICK PEWC HOLY BLUT GAS CO.	cuberring for any sponger	Sale inter to Li Koopia	
	Afglica Possily Mis	V9654F-07-L-0045	Salowe	GK Forkills	AMC	\$20,000.00							
-	Afghas Stur	V9804P-07-L-0044	FOB Wilderness	#DT en Crose	SDESTE	\$97,200.00	29-Jus-07	20-Out-01	24	Entrained aption 2 F00004.		cost aggiration latter to LT Sayder 22 June 67	-
										Options remaining until 2009, reviewcompleted, accurate			
	Naheed Ullah	V913TY-05-C-0104	Garden	PRO Services	Gurdio PRT	1100,333.00	1-Aug-05	20-Out-01	24	information			
	Melomond Khon	Y3849-01-0-058	Burnel	Wide Odines	2-87	\$3,600.00	1Msr-07	31 Oct 11	22	Not ours this contract is needed one more		yest cogination letter to CPT Gross 22 Jans 01	
	People's Yoles Radio	V91847-05-C-010	Solome	Radio Air Time	TF WOLF PACK	\$71,200.00	22-Apr-06	31-Oct-01	27	PERC is		con agrandation of any agrant of	
	Puscs Miszage Radio Hafipelisk, Rogeol Miss	V9B4P-05-C-014 V9I3TY-05-C-6001	Solome Solome	Radio Air Time General Labor	TF WOLF PACK BASEOPS	\$71,200.00	22-Apr-06 1-Non-06			PRIC Is Last option CY 05-08		out letter to LT Black 22 June 07	_
-		W9884P-01-C-0330	Gayan Fire Bace	ASG	TF Eagle	\$14,60.60	1-Aug-07			LSH appoint 1 00-69		TOTAL STATE OF THE SECOND STATE OF	-
	Abdul Ghani	A388-01-C4353	Tillese	ASG	TF Eagle	\$96,990.00	1-Aug-07						
-	Mr. Homopoon Turving Amiry	W3/B4P-01-C-0342	Gardez Gardez	Alghae Delhard Advisor Viroder	PRT Gurdez TF Ferry	\$10,600.00	11-Aug-07 14-Sep-07						-
	Red	9984P-07-0-0345	Organ-E	Econolor	TFFey	\$15,000.00	5-Aug-17	14-Nov-01	41				
_	Vorsk Dilpory	VM84F-07-C-0041	- 24	MMC sad Labor	TP Pocomakur	\$50,500.00	S Aug ST	14-Nov-01	41	agrice dose, extended through			
		V2654P-06-L-0007	Organ-E	MHE	2-87	\$500,550.00	17-Non-06	16-Nov-17	40	15 Non		out lime to COR 8 Sup 98	
-		V9849-01-C-016	CD Easte	Faul Track/Fire Track Crare	TF Warrior TF Each	\$25,200.00	10-May-07 12-Aug-07			agricos f sourcioud,		cont letter to COR 8 Sep 98	-
	DCC	V3184P-07-C-0655	Gardee	Laundry Service	500 th STB	\$6,000.00	20-Au-07	13-Nov-17	U ₀			sest letter to COR 8 Sep 98	-
_	DCC VHCC	V3884P-05-C-0345 V3884P-07-C-037	Pali Alom CB Engls	Laborers	3 BSTB TF EAGLE	\$7,200.00	20 May 06					year letter to COR 8 Sep 88	
	Algha Vinker	Y9/84P-01-C-0224	CB Englis Gardus	Communication System and Survice	Gordus PRIT	\$85,584.00	24-Aug-07 25-May-07	24-Nov-01	- 91			york fetter to CORI 8 Sep 68 york fetter to CORI 8 Sep 68	-
	Dielig Veld	Y9/84P-01 C-0403	Gardus	MEV Wreder	TFFuy	\$16,000.00	25-5 sp-01						_
-	SPAC Go Khisa Mokanead Sylin	V954P-07-L-0062 V954P-08-C-006	Storono	Nex Term	TF Rugged TF Sportus	\$15,600.00 \$15,600.00	00-Aug-01 1-0-p-06				seeds to go through Titus		-
	DCC	WHEAP-07-C-0065	Shark	MRE for Shark	TFFwy	\$22,000.00	5-Sup-07	90-Nov-43	57		,		
_	Khalif Shia DCC	V2882-01-C-0350	Dormel Salema	Base Ope Services 10K Forbility	TF Eagle 700rd 808	\$10,250.00	5-Sup-07 1-Jun-07					-	-
_										need to mod to drop the wrecke			
_	uno	9/8/84P-07-1-0048	Storen	KK Forblite	78254 858	162,500.00	5-My-01	30 Nov-01	51	and cotond the PL2 CPT Tony said thay will put in		-	-
_	Tsutiq Anky	V9854P-07-C-080	Starana	MME	TF Chomburble	\$204,000.00	5-Apr-07			for funding 24 May			
-	Skonceddia Burckasi Said Shore (Haji)	V9604P-05-C-0055	Glassi Sharana	Date operation corries Dates and Dongs Tracks	102nd TF Rogged	\$523,096.02	1-Jus-06 7-Jus-07					-	
-										Option coordinat, funded			٠
-	Notice Wide Corporation Kommo	9984F-05-C-020 9984F-07-L-0064	FOB Visitor	Warrier Loundry Labor Necr	TF Warrior TF Regged	\$33,300.00	35-Aug-06 6-Sup-07	6-Dec-01		through 6 Dec			۰
•	H Sheet1 / Sheet					-4,000.00	, Josephin		1				

Generated by the JCCO IOT track service contracts the Onus still falls on the customer to ensure contract this is a good planning tool for the customer

(from the PARC brief at the 20 AUG PBAC)

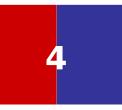
What is an unauthorized commitment?

 Unauthorized commitments are agreements entered into on behalf of the U.S.
 Government by unauthorized personnel or in an unauthorized manner

- OEF currently has 4 times the number of unauthorized commitments than Iraq has



Unauthorized Commitments and Ratifications



 Causes: poor planning, lack of coordination, dropping the ball during RIP TOA, and/or failure to understand proper acquisition procedures

 Occur more frequently with rental equipment/vehicles and construction projects.



Unauthorized Commitments and Ratifications



- What happens if you cause an unauthorized commitment?
 - A lengthy ratification and approval process is required to properly obligate funds and pay the vendor
 - Must addresses any disciplinary action taken
 - Describes action taken to prevent recurrence
 - -- Must be significant, not just better tracking

- You and/or Your Commander can also be held personally and financially liable
- Vendors are financially affected—and for some, to a great extent—by the payment delays (you affect the US and NATO's relationship with the local nationals)



Unauthorized Commitments and Ratifications



- How to prevent an unauthorized commitment:
- Plan ahead for the supplies and services you need
- Track your contracts KNOW when they will expire!
- Don't let operational urgencies or command pressure you to commit the Gov't when you have no authority
- Know emergency funding request (EFR) procedures – EFRs can be funded in just a few days
- Think before you "buy"



Unauthorized Commitments and Ratifications



Who cares?

- CG
 - Over \$100K, you will have 2 General officer reviews/approval
- Your Commander
 - He/she will have to support the ratification
 - By committing an unauthorized commitment under his command, you put him at risk
- You, if you commit a UC
 - You could be held financially liable
 - You could face disciplinary action
- Local Contractors and Vendors
 - They don't receive timely payment
 - Harms U.S. Government's efforts in AOR



Unauthorized Commitmentsand Ratifications

TF Fury's count to date:

- 2Fury
 - Ghazni MHE \$217,651.99
 - B&M Building \$15,000
- 3Fury
 - Repairs to Provincial Coordination Center \$12,100
 - Jingle Truck Service \$94,625
- TF Eagle
 - Tillman ASG \$38,936.29
- PRT Sharana
 - Cultural Advisors \$12,000

Total amount \$390,313.28

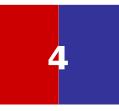


Items Received



- Items from states, come via US Postal Service, Fedex, DHL, or DCMA to BAF
- Contracting LNO picks up items, does the DD250, and has ALOC sign for them
- DD250 is sent to contracting office and given to BDE S4 NCO for property accountability (units now use DD250s for posting on property book)
- ALOC is responsible for getting the shipment to the correct location

PR&Cs



- March 2007 10 November 2007
 - Processed over 2000 PR&Cs (~400 Ops, ~700 <10K, ~900 >10K)
 - Totaled over 59 million dollars



Sustains



- Strong RM/BDE S4 relationship
 - Beneficial to have RM shop in the same office as the contracting/BDE 4 LNO
- Location of Contracting/BDE 4 LNO in BAF
 - Person to person interaction is vital for meetings and in dealing with CJTF-82 staff
- Creating a position Battalion Asst S4 (lieutenant)
 - deals solely with PR&Cs
 - Our BNs that own FOBs have created this position



Improves



- ALOC involvement in PR&C process
- More restrictions on FOO/closer watch by contracting/BDE 4 LNO and RM shop
 - Units depend too much on FOO
- S4s more closely tracking expiration dates for contracts and foreshadowing needs at least 60 days in advance
- Create S4 LNO NCO (at BAF) With the drastic increase in PR&Cs being submitted and requisitions being delivered, there needs to be someone to:
 - Handle all reciepts
 - Process funded PR&Cs
 - Process awarded contracts
 - Track when contracts are expiring and notify Units when they need to start working on submitting a new request.



Recommendations



- Ensure S4s have a tracker of when all contracts are expiring (101st S4s and Fury S4s need to communicate prior to deploying to ensure contracts are good for the first 3 months)
 - It will limit EFRs and unauthorized commitments
- Foreshadow



Questions?